

**Download your Google Drive, Photos, and Microsoft Office before it's deleted** - [Click here for instructions on Google's Takeout Tool](#)

**New for 2024 Alumni\*** - You must opt in to continue your George Fox Email after graduation - [opt in form for email only](#)

**Alumni\*** - (must have completed 30-credits for undergrad or completed program for Graduate students)

When you graduate or leave the University, your Google Account with George Fox will change and access to Microsoft Office will be removed. These changes will occur approximately 30 days after graduation in order to give you time to download and save your data.

**IMPORTANT: Google does not allow direct transfer of ownership** of Workspace accounts to personal accounts outside of our organization. **Do Not Share your files** with a personal account because access is deleted for everyone once your files are deleted.

Google Workspace Account	Current Student	Alumni* (must have completed 30-credits for undergrad or completed program for Graduate students)
Email/Contacts/Calendar - <a href="#">must opt in to keep</a>	✓	Opt In
My Drive - docs, sheets, forms, <b>sites</b> , presentations, etc. - <i>other apps that store data on My Drive</i>	✓	✗
Photos - this is the Google Photo app	✓	✗
Microsoft Office 365 (includes OneDrive)	✓	✗

- **Prior to Graduation** - you can download your data at any time and be prepared.
- **New for 2024 Alumni** - You must opt in to continue your George Fox Email after graduation - [opt in form for email-only](#)
- **Alumni** - completed 30-credits or more for undergrad or completed program for Graduate students
- **Immediately After graduation** - you will receive a **30-day notification in your email**. Download your files. During the 30 days, you will see a storage limit message on your Drive and Photos. You will be able to download your files/data but if you are over the limit you will not be able to make any changes. This also means you will not be able to edit any existing docs, create, or upload any new files. Emails will not be deleted or restricted!
- **After 30 days** -
  - **all files from Google Drive and Google Photos will be deleted**
  - Deletion occurs daily so uploading anything new will automatically be deleted.
  - **If you opt in to email** - Your email, contacts, and calendar will not be deleted or affected

**What you can do - DOWNLOAD YOUR DATA Before it's Deleted!**

- **Download your data** - The recommended method is to use **Google's Takeout Tool** which downloads all your files into various formats to your computer. \*TIP: select "Send download link via email." [Click here for instructions on Google's Takeout Tool](#)
- **Cloud Storage** - You will need to find other alternatives for storage for files on your Drive. This could be a computer hard drive, a USB drive, external hard drive, or other Cloud storage.
- **Student employees** - have you worked as a student employee? Contact your Supervisor and they can provide a Shared Drive for any files you created for your job.
- **Published Links** - If you have published links to any of your files, you will need to delete or update those links once your files are deleted. \*\*If you opt in - your email account, contacts, and calendar will continue to be available.
- **Google Sites** - did you create Google Sites that you want to save? [Saving Your Google Site](#)

**IMPORTANT: Google does not allow direct transfer of ownership** to accounts outside of our organization. Do Not Share your files to a personal account because access is deleted for everyone once your files are deleted.

**Questions?** Contact [servicedesk@georgefox.edu](mailto:servicedesk@georgefox.edu)

IT Service Desk  
George Fox University  
[servicedesk@georgefox.edu](mailto:servicedesk@georgefox.edu)  
503-554-2569 website: [it.georgefox.edu](http://it.georgefox.edu)

**Security Reminder:** Always protect your username and password and never share them with others. IT Service Desk will NEVER request your password via email.